



CARRIE KEIPER

Objective

Seeking a position at a Healthcare company that allows me to apply my skills, education, work experience, and passion in a professional, and enjoyable working environment.

Education

Bachelor of Science in Healthcare Administration

Southern New Hampshire University
2023 -

Certification for Medical Assisting

National Institute of Technology
April 30, 2006

High School Diploma

Saugus High School
1994- 1998

Skills

- **CLINIC SKILLS-** Vital signs, EKGs, glucometer, lab, surgical tray set up, suture removal, pap smear setup, patient transfer, ambulatory devices, visual acuity testing, ear lavage, pediatric restraining for injections, administration of medications, asepsis and infection control, basic surgical assisting, head and body measurements, pediatric vital signs, inventory of supplies, and medication, clinic lead (keeping up with expiration dates, forms required, assisting the manager with tasks, training of incoming staff, head of the Council of Regional Clinic leads), First aid certified

Experience

Outcomes Improvement Rep

Baylor Scott & White / Temple, TX

2022- Present

- Trains, mentors, and provides opportunities for clinical team members, related to HER, skills, service excellence, and quality.
- Analyzes reports and develops summaries that present data findings. Documents and trains processes and logic applied in reporting.
- Collaborates with clinical, operational, system, and frontline team members.

Certified Medical Assistant

Baylor Scott and White / Round Rock, TX

2006- 2022

- Clinic lead, trainer, trained for both clinical and clerical, rooming patients for multiple providers.
- Rooming patients for multiple providers, trained for both clinical and labs.

- **ADMINISTRATIVE SKILLS-** Multiple EMR experiences, coding (ICD-9 and ICD-10), medical terminology, answering and returning phone calls, prior authorizations on medication and procedures, scheduling appointments, referrals, filling and charting, Microsoft Word and Excel, PowerPoint, Ten key type, internet experience. Performs consistent quality review of data and report results.